his brochure has been prepared in response to requests received each year from individuals with small collections of books, photographs and/or family documents they wish to preserve.

Every part of a book, document, or work of art (which may include paper, cloth, leather, photographic emulsions, inks, pigments, plastics, adhesives, etc.) reacts to its environment and will deteriorate with age. This process can be slowed by keeping your collection in a stable environment.

The environment is made up of four components: heat, relative humidity, light, and pollutants. The ideal environment is cool, clean, dry, and dimly lit. High heat, especially with high relative humidity, rapidly accelerates deterioration.

**Relative Humidity**

Library materials respond to fluctuations in relative humidity (RH) by losing and gaining moisture. It is more important to maintain a stable environment than to maintain a specific RH. Evidence of fluctuating RH damage is cockled paper, flaking or embrittled parchment and vellum, warped and/or cracked photograph emulsions, warped book covers, warped and/or cracked vellum and parchment documents and books.

RH is related to temperature. Under normal conditions, if your room temperature is stable, the RH probably is too.

In Colorado and other arid regions the RH is naturally low. This causes some items to become brittle. **There are advantages to low (30%) RH:**

- Slower absorption of pollutants
- Less damage due to light exposure
- Less change in moisture content
- Greater stability

**Pollutants**

In the home library, particulates (dust, crumbs, etc.) are a problem. Particulates are abrasive and attract pests such as insects and mice.

Clean dusty books before opening to prevent dust from falling inside. **To dust a book:**

- Hold the book tightly closed while removing it from the shelf.
- Use a cloth treated to pick up dust (one wipe* are good); draw the cloth across the head of the book from the spine to the outside edge.
- Dust the rest of the outside of the book. Do not rub or scrub with the cloth.

Shelve books with the spine out. The books should be professionally treated.

**Heat**

Avoid storing any collection in an area that stays very warm or experiences extreme temperature fluctuations, such as your attic or garage. As a rule, 65-70°F is best for collections.

**Light**

Exposure to light accelerates the deterioration of all organic materials. An object exposed to low light for a long period of time will deteriorate just as much as an object exposed to strong light for a shorter period. Ultraviolet (UV) light is the most damaging; both sunlight and fluorescent light are high in UV.

In Colorado, with its sunny weather and high altitude, extremely high UV levels are a fact of life. Ultraviolet (UV) light is the most destructive. An object exposed to low light for a long period of time will deteriorate just as much as an object exposed to strong light for a shorter period. Ultraviolet (UV) light is the most damaging; both sunlight and fluorescent light are high in UV.

This process cannot be reversed. Encapsulation (placing an item between sheets of polyester film), is a good archival alternative. Polyester sleeves can be purchased pre-sealed on two or three sides.*

**Don’t touch the emulsion surface of photographs.**

Hire an expert* to undertake conservation procedures such as washing, deacidifying, and repair of paper, rebinding, fumigation or photo restoration.

For more information on caring for your collection, refer to the materials on preservation available at the library. They may be accessed in the JCP catalog (http://jefferson.lib.co.us) under the subject heading: “Myra Jo Moon Memorial Preservation Reference Collection.” The collection can also be accessed through Prospector. All of the titles in the collection are available through Inter-Library Loan.

If a document is too fragile to handle, a photocopy on archival paper is an excellent way to retain the content of the piece. Use the copy and tuck the original away for safe keeping.
PRESERVATION WEB SITES

American Institute for Conservation of Historic & Artistic Works (AIC)
http://aic.stanford.edu
Caring for Your Treasures: Selecting a Conservator

Colorado Preservation Alliance
http://www.archives.state.co.us/cpa
State and local resources; links to national sites

Conservation Online (CoOL)
http://palimpsest.stanford.edu/
Complete resource

Heritage Emergency National Task Force
http://www.heritagepreservation.org/
Tips for handling water-damaged valuables and for cleaning family treasures.

Image Permanence Institute
www.rmit.edu/ipi
Learn more about your collection environment by downloading the Preservation Calculator; good information on the preservation of photographs.

NorthEast Document Conservation Center
www.nedcc.org
A complete resource

ARCHIVAL SUPPLIES

Gaylord Archival Storage Materials
1-800-416-6160
www.gaylord.com
Ask for their series of excellent pamphlets on basic preservation, available at no charge.

Light Impressions
1-800-826-6216
www.lightimpressionsdirect.com
Specializing in display and storage of photographs

Metal Edge
1-800-862-2228
www.metaledgeinc.com
Specializing in archival storage materials

University Products
1-800-628-1912
www.universityproducts.com
Specializing in archival storage materials

Vendors will send a free catalog upon request.

JEFFERSON COUNTY PUBLIC LIBRARY
http://jefferson.lib.co.us (Your Online Library)
TTY (720) 963-6647

ADMINISTRATION
10200 W. 20th Ave.
Lakewood, CO 80215
(303) 232-7114
Monday - Friday 8:00 a.m. - 5:00 p.m.

LIBRARY HOURS

ARVADA
8055 W. 57th Ave.
Arvada, CO 80002
(303) 424-5527

BELMAR
505 S. Allison Pkwy.
Lakewood City Commons
Lakewood, CO 80226
(720) 963-0900

COLUMBINE
7706 W. Bowles Ave.
Littleton, CO 80123
(303) 932-2690

STANLEY LAKE
8485 Kipling St.
Arvada, CO 80005
(303) 456-0806

EVERGREEN
5000 Hwy. 73
(E at Buffalo Park Rd.)
Evergreen, CO 80439
(303) 674-0780

GOLDEN
1301 Tenth St.
Golden, CO 80401
(303) 279-4585

LAKEWOOD
10200 W. 20th Ave.
Lakewood, CO 80215
(303) 232-9507

BOOKMOBILE - 10200 W. 20th Ave.
Lakewood, CO 80215 (303) 232-7114
Call for Bookmobile Information

CONIFER - Conifer High School, 10441 Highway 73
Conifer, CO 80433 (303) 982-5310
Mon-Thurs. 2:30 p.m. - 9:00 p.m.
Sat. & Sun. 10:00 a.m. - 5:00 p.m.

DANIELS - 1301 Union
Golden, CO 80401 (303) 238-2130
Wed. 1:00 p.m. - 7:00 p.m.

EDGEWATER
5843 W. 25th Ave.
Edgewater, CO 80214 (303) 237-3395
Mon., Tues., & Thurs. 1:00 p.m. - 7:00 p.m.
Fri. & Sat. 1:00 p.m. - 5:00 p.m.
Closed Wed and Sat.

WHEAT RIDGE
5475 W. 32nd Ave. (32nd & Chase)
Wheat Ridge, CO 80033 (303) 232-4417
Mon.-Thurs. 11:00 a.m. - 7:00 p.m.
Sat. 11:00 a.m. - 5:00 p.m.
Sun. Noon - 5:00 p.m.

CLOSED Friday